

City of Euless Community Services Department

Outdoor Facility Policies

In order to facilitate the smooth operation and transition of rentals, please follow the policies listed below. Please be aware that other rentals may precede or follow your rental. Thank you for your cooperation!

I. BEFORE THE RENTAL

- A. Renters may use facilities only for the purpose of private functions (birthdays, anniversaries, etc.) or meetings for non-profit community service organizations unless otherwise approved by the City of Euless Community Services Department (from hereon referred to as “the Department”). Renters must be 21 yrs. old.
- B. Use of the City of Euless facility’s name in advertising or publications without the approval of the Department is prohibited.
- C. Renters will not charge admission, sell tickets or items, or solicit donations without the consent of the Department.
- D. Reservation must be made no less than one-week (7 days) prior to the rental date and cannot be made more than two months (60 days) prior to the rental date. Full payment of rental fees is required to **secure** a rental. A tentative reservation may be **held** for 48 hours (2 days). If full payment is not received within 48 hours (2 days) the facility will be open to the public for rental once again. All fees must be paid at least one week (7 days) prior to the rental date.
- E. Euless residence **may not** rent facilities for non-Euless residence. A picture ID with current Euless address will be required to rent facilities.
- F. When and if rentals involve high risk activities or the use of special equipment not conforming to a recreational setting or when very large numbers of people are expected, the following may be required by the Department: 1) at the renter’s expense a certificate of insurance naming The City of Euless as an additional insured 2) at the renter’s expense a Police officer for the purpose of security. Application for this type of reservation must be submitted one month (30 days) prior to the requested date of rental
- G. Cancellations made one week (7 days) prior to the rental date/time will receive a full refund of all fees. Cancellation made less than one week (7 days) but more than 72 hours (3 days) prior to the rental date/time will receive a 50% refund. Cancellations made less than 72 hours (3 days) will receive no refund. Requests for a refund due to weather must be made no later than 72 hours (3 days) after the rental date. A refund will be mailed to the renter upon the return of all contracts and receipts.

II DURING THE RENTAL

- A. Renters and guests of renters using the facility will comply with the laws of the State of Texas, the City of Euless and all rules set forth by the Department. Acts of gambling, alcohol consumption or consumption of any controlled substance(s) are prohibited on all City of Euless properties. Renters are responsible for ensuring that the above rules are enforced.
- B. **Renters may not leave the rented facility during the contracted time.** Children and guests must remain with renter group at all times. One adult chaperone must be provided for every 15 minors (under 21 years old).
- C. Renters must show proof of payment of fees (receipt) in order to clear facilities of previous or uninvited guests. Renters may call 817-685-1526 (non-emergency dispatch) if previous or uninvited guest refuse to leave.
- D. Renters shall designate and monitor admittance to the facility during his/her rental. Renters shall assume full responsibility and liability for all persons admitted to any portion of the facility during his/her rental. Renters shall also assume full responsibility and liability for any damage(s) to any part of the facility incurred during and/or resulting from his/her rental. Costs of repairs and/or additional clean up resulting from rentals may be charged to the renter’s account.
- E. Renters and/or guests of renters shall only park in designated, authorized parking spaces. Any violation of this policy will result in the towing of such vehicles at the vehicle’s owner’s expense.

- F. There is **no additional setup or take down time** allowed. Renters will have access to the facility only during those times stated in the contract. Deviation from contracted rental times may result additional fees charged to the renter's account.

II. AFTER THE RENTAL

- A. Facilities must be cleaned and left in its original condition after the rental. Failure to leave **facility in its original condition may result in additional fees** charged to the renter's account. Equipment and tables must be returned to its original location, trash must be picked up, tied in bags and thrown in appropriate containers. The Department is not responsible for lost or stolen property.
- B. The Department reserves the right to cancel a rental or shift a rental to another facility in the event of uncontrollable circumstances. Fees will be adjusted and/or refunded if the alternate facility does not meet with the renter's approval and/or cannot be found.